



Land Development Manual

Volume I, Chapter 1

Project Submittal Requirements

Section 2

Construction Permits - Structures

June 1, 2003

Development and Permit Information: (619) 446-5000
Appointments: (619) 446-5300
www.sandiego.gov/development-services



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SECTION 2: CONSTRUCTION PERMITS - STRUCTURES

Introduction

Construction permit review is a review of construction plans. The review is ministerial in that the permit is approved if the regulations are met, or denied if the regulations are not met.

This section covers submitted construction permit applications that are issued for the construction or improvements to buildings and other structures. **Note:** A Building Permit for a

construction permit application must be issued within 360 calendar days from the date of submittal (LDC Section 129.0211).

Prior to beginning the preparation of a construction permit submittal, refer to the Important Steps to Project Approval in Section 1 of this Manual for essential information that can save you time in the project submittal process. Section 1 will identify those projects which may be reviewed over-the-counter by appointment, as well as provide information to help you determine if other permits are required prior to the submittal for a construction permit.

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required for building permits, electrical permits (not associated with a building permit), and plumbing/mechanical permits (not associated with a building permit). The plan quantities indicated on the Submittal Matrix are estimated based upon project type. To establish exact quantities prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting. At the pre-submittal meeting, we will review the submittal for the project and determine the number of copies needed for review. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

The Municipal Code permits certain uses with limitations. These are identified as a “limited” (“L”) use in the Use Regulations Tables in Chapter 13, Article 1, Divisions 1-6 (Base Zones). These limitations may restrict uses to certain locations or may be subject to compliance with supplemental regulations. In most cases, compliance with the limited use regulations are reviewed concurrently with 1) an application for a building permit, or 2) an application for a Business Tax Certificate. When the proposal for a new use on a property does not require a building permit, a separate “Limited Use/Zoning Use Certificate” application for those uses identified on the Submittal Matrix will be required.

Land Development Manual Project Submittal Requirements

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits - Structures
Section 3	Construction Permits - Grading and Public Right-of-Way
Section 4	Development Permits/Approvals
Section 5	Subdivision Approvals
Section 6	Policy Approvals

Completeness Review

It is necessary to evaluate all projects being submitted to ensure that all of the required information is provided in order to review the project. This is known as the completeness review. In most cases the completeness review may be done while you wait. Once it is determined that your submittal documents are complete and the appropriate plan check fees are paid, your application is deemed complete and distributed for review.

The completeness review for complex projects (identified below) will be done by:

1. Appointment only (phone 619-446-5210 for complex projects only); or
2. The submittal of one copy of all plans/documents as identified in the Submittal Requirements Matrix. After the completeness review, staff will notify the applicant via FAX, phone or US Mail whether the application is ready for full submittal or whether additional information/clarification is required. This review typically takes up to five (5) working days.

Complex Projects

- Commercial/Office buildings over 3 stories
- Assembly occupancies (churches, schools, restaurants with multiple dining rooms, etc.)
- Multi-family buildings over 3 stories
- Multi-plex theaters/auditoriums
- Hi-rise buildings
- Commercial Parking Structures over 3 stories
- Shopping Centers over 3 stories
- Partial permits for any of the above projects

Partial Permits

Submittal of partial permit projects (see Building Newsletter 1-5) is allowed for the following:

1. Footings and slab on grade
2. Foundation and walls below the podium slab when the building supported by the podium slab is of wood construction
3. Complete foundation and frames

Submittal of partial permits other than those listed above must have prior approval by a Senior Structural Engineer of the Building Development Review Division. This approval may be obtained through a Preliminary Review process (see Information Bulletin 513, "Preliminary Review").

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, just want some confirmation or to voice a concern, just ask for a second opinion. We guarantee a second opinion on request, no questions asked.



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Submittal Requirements Matrix Construction Permits - Structures

APPROVAL TYPE

See Minimum Submittal Requirements Checklist, Construction Permits - Structures for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified.

The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting.

SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)

	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0
	General Application Package	Historical Resources Information	General Requirements - All Plans	Site Plan Package	Architectural Package	Structural Package	Mechanical/Plumbing Plans	Electrical Plans	Landscape Construction Package	Title 24 Energy Documentation	Structural Calculations	Truss Calculations and Plans	Soils Report	Geotechnical Reports	Fees [501]
BUILDING PERMIT(129.0202)															
Accessory Structure (Retaining Wall, Fence, etc.)	1		✓	3	(3)	3			(3)		(1)		(1)	(1)	✓
Commercial Coaches	1		✓	5	5	(5)	(1)		(5)	(1)	(1)	1	(1)	(1)	✓
Commercial Tenant Improvement/Interior Alteration	1		✓	5	5	(5)	(5)	(5)		(1)	(1)				✓
Complex Projects (for description of complex projects see page 2-2)	1	1	✓	1	1	1	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	✓
Non-Residential Buildings	1	1	✓	10	10	10	(10)	(10)	(10)	(1)	(1)	(1)	(1)	(1)	✓
Parking Lots (adding 4 or more parking spaces) (142.0505, 142.0402)	1		✓	3					3						✓
Partial Permits (Foundations, Structural Frame Shell) (Building Newsletter 1-5)	1		✓	10	(10)	10	(10)	(10)	10	(1)	(1)	(1)	(1)	(1)	✓
Relocated Structure (129.0220)	1	1	✓	5	5	5			5				(1)	(1)	✓
Residential - Factory-Built Housing	1		✓	5	5	(5)					(1)		(1)	(1)	✓
Residential - Multiple Unit Dwellings	1	1	✓	8	8	8	8	8	8	2	(1)	(1)	(1)	(1)	✓
Residential - Single Unit Dwellings / Duplexes / Row Homes	1	1	✓	8	8	8			(8)	2	(1)	(1)	(1)	(1)	✓
Spray Booth	1		✓	1	1	(1)					(1)				✓
Temporary Construction Permit (129.0117)	1		✓	5	5	5	(5)	(5)			(1)				✓
Temporary Use Permit (123.0401)	Please phone (619) 446-5300 to schedule a preapplication conference for this approval type.														

LEGEND: 1 = Estimated Number of Copies Required (1) = Number of Copies that may be Required (See Min. Submittal Requirements Checklist) ✓ = Applies to all plans required
(142.0402) = Land Development Code Sec. Reference [000] = Bulletin Reference No.



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Submittal Requirements Matrix Construction Permits - Structures

APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)													
<p>See Minimum Submittal Requirements Checklist, Construction Permits - Structures for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified.</p> <p>The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting.</p>	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0
	General Application Package	Historical Resources Information	General Requirements - All Plans	Site Plan Package	Architectural Package	Structural Package	Mechanical/Plumbing Plans	Electrical Plans	Landscape Construction Package	Title 24 Energy Documentation	Structural Calculations	Truss Calculations and Plans	Soils Report	Geotechnical Reports
DEMOLITION/REMOVAL PERMIT (129.0502)	See Information Bulletin 710 "Permit Instructions/Procedures for Building Demolition/Removal"													
ELECTRICAL PERMIT (not associated w/Building Permit) (129.0302)	1		✓	1	(1)			1						✓
LIMITED USE/ZONING USE CERTIFICATES (123.0302):														
Adult Entertainment Establishments	See Information Bulletin 144, "Adult Entertainment Establishments"													
Alcoholic Beverage Outlets	See Information Bulletin 143, "Permitting Requirements for Alcoholic Beverage Establishments"													
PLUMBING/MECHANICAL PERMIT (not associated w/Building Permit) (129.0402)	1		✓	1	1		1							✓
SIGN PERMIT (129.0802)	See Information Bulletin 111 "General Procedures Sign Plan Check to Permit Issuance"													

LEGEND: 1 = Estimated Number of Copies Required (1) = Number of Copies that may be Required (See Min. Submittal Requirements Checklist) ✓ = Applies to all plans required
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Minimum Submittal Requirements Checklist Construction Permits - Structures

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be required during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. All other detail is required unless not applicable to your project.

Item #	Requirement	Result
1.0	GENERAL APPLICATION PACKAGE	
1.1	General Application (DS-3032): See instructions on back of application form for more detail.	
1.2	Parcel Information Checklist (DS-302): See instructions on the checklist for more detail.	
1.3	Water Meter Data Card (DS-16): Must be completed and submitted for any project that includes new plumbing fixtures or, in the case of commercial construction, removed plumbing fixtures. A separate card must be completed for each new or modified water meter. Both new and existing fixtures (if any) must be listed on each card.	
1.4	Hazardous Materials Questionnaire (DS-3163): All non-residential projects must have a completed Hazardous Materials Questionnaire at the time of project submittal. This information is used to determine the occupancy classification of the proposed structure(s). Refer to Information Bulletin 116, "Disclosure Requirements for Hazardous Materials" for more information.	
1.5	Conditional - Hazardous Materials Information (FPB-500): Any hazardous materials items identified in Part I of the Hazardous Materials Questionnaire (DS-3163) will require the completion of the Fire Department Hazardous Materials Information form.	
1.6	Conditional - High Pile Stock Form (FPB-502): Must be completed for any storage areas over 6-feet in height)	
1.7	Conditional - Concurrent Processing Agreement: If the construction project review is being concurrently processed with another policy or development permit/approval, provide a copy of the signed Concurrent Processing Agreement. To obtain this agreement contact your Development Project Manager.	
1.8	Conditional - Storm Water Requirements Applicability Checklist (DS-560): Must be completed for all projects except interior alterations.	
1.9	Conditional - Child Care Center Hazardous Materials Substance Approval Form (DS-527): Must be completed for projects proposing a Child Care Center.	

Item #	Requirement	Result
2.0	HISTORICAL RESOURCES INFORMATION	
2.1	Conditional - Designated Historical Site: If the project site or structure is currently a designated Historical Site provide the following:	
2.1.1	Historic Site Board Number: Place note on site plan that it is a Designated Historic Site and include the Historic Site Board Number.	
2.2	Conditional - Potential Historical Resource: If the development proposes demolition or external alteration of a structure that is 45 or more years old, is not a designated Historic Site or Structure, and there is no prior discretionary approval for the proposed development, provide:	
2.2.1	Photographs: Photographs of the site, including each facade, with the street address clearly visible; details of windows, siding and eaves; and streetscape views.	
2.2.2	Permit Records: Records of building permits which effected the exterior of the structure. (See Records Division, 2 nd Floor Development Review Center, 1222 First Avenue, San Diego, 92101 or call (619) 446-5200;	
2.2.3	Assessor Building Record: The Building Record is available from the County of San Diego at one of two locations: in Kearny Mesa at 5473 Kearny Villa Road, 3 rd floor, 858-505-6262, or in Chula Vista at 344 F Street, Suite 200, 619-498-2200. Please call 858-505-6262 to verify where your Building Record information is located. You will have to provide the Assessor Parcel Number to receive the Residential, Commercial, Industrial or Service Station records. The County Assessor will only release this information to the owner of record or their authorized agent with an authorization letter from the owner. For more information, call (619) 236-3771	
3.0	GENERAL REQUIREMENTS - ALL PLANS - Also see Development Services Department Cover Sheet Templates for Tenant Improvements, Single Family and Commercial Buildings.	
3.1	<p>Development Summary: Provide, in a table format, the following "Development Summary" on the first sheet of the plans (generally the Title Sheet or Site Plan):</p> <ul style="list-style-type: none"> • Provide a bullet point narrative that details the project's complete scope of work, including all existing and proposed improvements. Clearly identify partial approvals, such as foundation, substructure, and shell buildings. • List the Project Team - List name and phone number of all consultants including engineers, architects, designers and contractors. • Show legal description and Assessor Parcel Number(s) for the property on which the development is proposed. • List owner's name(s) and address(es). • List existing and proposed uses. • List the zoning designation and/or overlay zone designations. • List any approved development permits (discretionary permits) for the project • List Type of Construction of existing and proposed structures per the California Building Code (except for single dwelling units and minor alterations). • List Occupancy Classification(s), existing and proposed, per the California Building Code (except for single dwelling units and minor alterations). • List the number of stories (existing and proposed). • List the height of the building (existing and proposed). • List the gross floor area and floor area ratio (if applicable). • List the condition of the soil (undisturbed, compact fill, or loose fill) when the proposed construction includes new foundations. <p>The following items are recommended to be included within the Development Summary:</p> <ul style="list-style-type: none"> • If the request includes a Limited Use as defined in the Use Regulations Tables in Chapter 13, Article 1, Division 2-6 of the Land Development Code, include any other supplemental development regulations as identified by that use in the Separately Regulated Uses Section of the Land Development Code (e.g., hours of operation, separation requirements from other land uses, etc.). • List the Building Code year used for the design of the project. 	
3.2	Scale: Plans must be legible and drawn to scale.	

Item #	Requirement	Result
3.3	Weight Limit: Plan sets exceeding 200 sheets must be divided into volumes not exceeding 200 sheets each and labeled "volume ____ of ____."	
3.4	Conditional - Stamp: When the scope of work is recognized as not being within approved conventional light-frame construction provision of the code, stamp and signature may be required - see Building Newsletter 1-2: Preparation of Plans and Incomplete Plans. Provide stamp of authorized professional engineer or architect, in accordance with the California Business and Professions Code, on all or applicable sheets of construction plans.	
3.5	Conditional - Unreinforced Masonry (URM) Buildings: Identify building(s) as "Unreinforced Masonry (URM) Building" when the building is made of brick, hollow clay tile, cinder block bearing walls and if built prior to March 24, 1939.	
3.6	Conditional - Designated Historical Buildings: Identify a building as "historic building" when the building is designated as a historic building by an authorized official agency. See item 2.0.	
3.7	Recommended - Legends: Each sheet must have a legend that clearly indicates the meaning of all graphic symbols.	
3.8	Recommended - Key Map: Projects requiring multiple base sheets must include a graphic key map on each sheet that indicates its relationship to the entire project.	
3.9	Recommended - Floor Area Analysis Calculation: The "floor area analysis" evaluates a new or existing building for compliance with allowable floor area limitations based upon the occupancies present in the building and the type of construction of the building. A floor area analysis, based upon the prevailing California Building Code (sections 302 and 504), should show the following: <ul style="list-style-type: none"> • The square footage of the different occupancies in the building. • The allowable square footage for the noted occupancies. • A tabulation of the ratio of the actual square footage of a noted occupancy to the allowable square footage for that occupancy. • The sum of the ratios of the actual to the allowable for each associated occupancies should always be less than 1.0. 	
3.10	Recommended - Scale Consistency: The architectural site plan, grading plan, topographic map, and landscape plans should be prepared on the same scale.	
3.11	Recommended - Recorded Permits/Approvals: List and submit all recorded permits/approvals related to the project. Recorded permits/approval may include copies of covenants, preliminary approval documents, board of appeals approvals, and agreements such as lot tie agreements, easement agreements, building restricted easements, development permits, or special agreements with the city (Hold Orders), if any.	
4.0	SITE PLAN PACKAGE (Includes Site Plan, Disabled Accessibility Plans, Grading Plans and Topographic Map)	
4.1	SITE PLAN - Include the following detail:	
4.1.1	Property Lines: Show and label all property lines, including distances.	
4.1.2	Setback Lines: Show and label all required setback lines.	
4.1.3	Easements: Show and label all existing and proposed easements - identify type. If none, please note.	
4.1.4	Street Improvements: Show and label location and width of existing/proposed streets, sidewalks, curb cuts and driveways, and curb-to-property line distances. Label as existing or proposed.	
4.1.5	Off-Street Parking: Show all "off-street" parking spaces that are not within a structure. Identify any disabled parking spaces, and provide parking calculations.	
4.1.6	Drainage: Show Drainage Patterns (if not already provided on Grading Plan)	

Item #	Requirement	Result
4.1.7	Buildings/Structures: Show location & dimensions of all existing (to remain) and proposed buildings and structures (e.g., fences, retaining walls, trash enclosures, patio covers, trellises), use of all existing (to remain) and proposed structures, including number of stories.	
4.1.8	Separation Distances: Show the separation distance between adjoining buildings or structures and the distance from property lines to all buildings or structures.	
4.1.9	Conditional - Contours (if not already provided on grading plan): For all projects proposing site work, additions to structures or new structures, provide contour intervals at two feet (this may vary depending on the steepness of the grade and the scale of the drawing). Five- and ten-foot contour intervals may be acceptable provided spot elevation are called out as necessary for the analyst reviewer to properly understand the character of the site.	
4.1.10	Conditional - Environmentally Sensitive Lands: Show, whenever applicable, the boundary lines of environmentally sensitive lands, such as steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, 100-year flood plains, sensitive coastal bluffs, and setbacks from these boundaries.	
4.1.11	Conditional - Plumbing Site Plan: For new buildings, include the size and layout of the building sewer, point of connection to the public sewer, and clean outs.	
4.1.12	Conditional - Utilities: When 1) proposing new or modified water, sewer or fire services, 2) work in the right-of-way or 3) where landscape plans are required, show all existing and proposed utilities on the site or in the adjacent right-of-way such as hydrants, vaults, transformers and poles, water services/meters, sewer laterals or fire services. Specific information that should be noted on the plans are as follows: (a) location, size, and type of all new/proposed and existing water meters, water services and mains, (b) the location, size, and type of all new/proposed and existing cross-connection Control devices installations, and © the location, size and type of all new/proposed and existing sewer laterals and mains. If none, please note this information on the plans.	
4.1.13	Recommended - Yards for Area Increase: When yards are used for allowable area increase per CBC Section 505, show the extent and depth of the required yards on the site plan.	
4.1.14	Recommended - Lighting Plan: Where project proposes outdoor lighting (parking lots, sports fields, private drives, security, etc.), a photometric drawing should be provided that clearly demonstrates that the project site lighting does not fall on surrounding properties or create glare hazards within the public rights-of-way (LDC Section 142.0740).	
4.1.15	Recommended - Refuse & Recycling Areas: Show and label the location and dimensions of refuse and recycling materials storage areas as required per LDC Section 142.0810 (single family residential development exempt).	
4.1.16	Recommended - Projections: All architectural projections including stairs, balconies & eave overhangs	
4.2	Recommended - DISABLED ACCESSIBILITY PLANS Unless the development is specifically exempted by code, (examples of some code exempted developments are single family dwelling, duplexes, certain categories of townhouses, condominiums and apartments), disabled accessibility plans are required when proposing non-residential development or multi-family residential development. When providing these plans, include the following details:	
4.2.1	Routes on Private Property: Show at least one accessible route within the boundary of the site from accessible parking and accessible passenger loading zones to the accessible building entrance they serve. When more than one route is provided, all routes shall be accessible.	
4.2.2	Routes Between Buildings: When more than one building or facility is located on a site, show accessible routes of travel between buildings and accessible site facilities.	
4.2.3	Routes from Right-of-Way: Show at least one accessible route from public transportation stops, public street or sidewalk to the accessible building entrance they serve. When more than one route is provided, all routes shall be accessible.	

Item #	Requirement	Result
4.2.4	Parking Spaces: Provide fully dimensioned details of accessible parking spaces, ramps, curb ramps, sidewalks and signage.	
4.2.5	Entrances: Show that all entrances and all ground level exits comply with disabled accessibility requirements.	
4.3	Recommended - FIRE ACCESS AND HYDRANT DRAWING If the project has a previously approved fire access and hydrant plan as part of a prior Development Permit or Subdivision approval, a copy of the stamped and approved site plan from the Fire and Life Safety Plans Officer must be submitted.	
4.4	Conditional - GRADING AND DRAINAGE PLANS (May be included with site plan) Grading and Drainage Plans are required for 1) all projects proposing new structures or changes in the footprint of existing structures where any portion of the property has slopes that are 25% (4:1) or greater; 2) projects proposing additions to structures or new structures where the addition or structure exceeds 24 feet in height as defined by the Land Development Code <u>and</u> where there is an overall existing grade differential of 4 feet or more between the highest point and lowest point of grade on the property; or 3) for projects proposing to alter the grade of 50% or more of the area of the property, independent of the steepness of the property. Note: When a grading plan is required, Landscape and Irrigation plans are required. See Section 9.0 for details.	
4.4.1	Grading Tabulations: Provide the following tabulation table on the grading plans: Total amount of site to be graded: Area _____, % of total site _____. Amount of cut: _____ cubic yards and Maximum depth of cut: _____ feet Amount of fill: _____ cubic yards and Maximum depth of fill: _____ feet Maximum height of fill slope(s): _____ feet _____ slope ratio. Maximum height of cut slope(s): _____ feet _____ slope ratio. Amount of import/export soil: _____ cubic yards. Retaining/crib walls: Length _____ feet; maximum height _____ feet.	
4.4.2	Contour Lines: Show existing natural grades and proposed finish grades with two-foot contours and spot elevations for the entire site and within 50 feet of the site boundaries. Reference the topographic source of information, datum, date and company's name that prepared the information.	
4.4.3	Property Lines: Show and label the property/subdivision boundary, including bearings and distances.	
4.4.4	Retaining Walls: Show all retaining walls, crib walls, etc. including spot elevations of both the top and the bottom of the wall in several locations to indicate changes in elevation along the length of the wall.	
4.4.5	Drainage: Show drainage patterns and direction of surface water flow for the entire project.	
4.4.6	Impervious Surfaces: Show all buildings, structures and edges of all pavement and other impervious surfaces.	
4.4.7	Public Utilities: Show location, size and materials of all existing and proposed public utilities (may be shown on separate drawing at the same scale as grading plan).	
4.4.8	Improvements: Show all existing and proposed off-site improvements such as streets, alleys, curbs, walls, etc. (May be shown on separate drawing at the same scale as the grading plan.)	
4.4.9	Environmentally Sensitive Lands: Show the boundary lines of all sensitive areas such as steep hillsides (25% or greater slope), Multiple Habitat Planning Area, sensitive biological resource areas, etc. (Municipal Code Section 143.0110)	
4.4.10	Recommended - Photographic Survey: Color photographs, taken from the project boundaries at four or more locations with on and off site views, will assist staff in evaluating the need for a grading permit.	

Item #	Requirement	Result
4.5	Recommended - TOPOGRAPHIC SURVEY (May be included with grading or site plan.) A topographic survey may be required for 1) all projects proposing site work, additions to structures, or new structures where any portion of the property has slopes that are 25% (4:1) or greater; or 2) projects proposing additions to structures or new structures where the addition or structure exceeds 24 feet in height as defined by the Land Development Code and where there is an overall existing grade differential of 4 feet or more between the highest point and lowest point of grade on the property.	
4.5.1	Same Scale: Prepared at the same scale as the project's site, grading and landscape plans.	
4.5.2	Site Features: Show <u>existing</u> site features such as roadways, easements or utilities, structures, and existing vegetation within 50 feet of the site boundaries.	
4.5.3	Contours: Provide contour intervals at two feet (this may vary depending on the steepness of the grade and the scale of the drawing). Five- and ten-foot contour intervals may be acceptable provided spot elevation are called out as necessary for the analyst to properly understand the character of the site.	
4.5.4	Professionally Prepared: All plans must be prepared and stamped by professionals allowed and licensed to prepare grading and public right-of-way plans by the California Business and Professions Code. These professionals include registered civil engineers, and in some capacity, registered architects and registered landscape architects.	
5.0	ARCHITECTURAL PACKAGE This package consists of floor plans, elevations, roof plans, building sections, door & window schedules, architectural details and means of egress plans.	
5.1	FLOOR PLAN - Provide a floor plan of all floors; indicate use of all rooms (existing and proposed); show all balconies.	
5.1.1	Dimensions: Show dimensions on floor plans.	
5.1.2	Floor Levels: Indicate all floor levels (i.e. ground floor, second, third, etc.).	
5.1.3	Doors & Windows: Identify and show all doors and windows. Cross reference doors and windows to the door and window schedule.	
5.1.4	Conditional - Demolition Floor Plan: Where portions of any structure within the Coastal Overlay Zone or a Designated Historic Structure are to be demolished or altered, provide a demolition floor plan. Submit a clear, fully dimensioned demolition sheet for each floor that shows all walls, windows and doors changed, exterior walls enclosed by new construction, areas where top/bottom plates, and studs have been removed, changed and/or modified. Include a wall matrix listing all walls in both linear feet and percentages removed and remaining. Note: Removal of more than 50 percent of the existing exterior walls requires a Coastal Development Permit per Municipal Code Section 126.0704.	
5.1.5	Conditional - Plumbing Fixtures: When present, show all existing, proposed and relocated plumbing fixtures. For non-residential projects, include any plumbing fixtures to be removed.	
5.1.6	Conditional - Plumbing & Mechanical Equipment: For single dwelling unit projects, show location, size, make and model of proposed heating equipment and water heater. (May be shown on separate mechanical plans.)	
5.1.7	Recommended - Stairways & Elevators: Indicate the location and travel direction of all stairway	
5.1.8	Recommended - Roof Access: When present, show location of roof access stairs and ladders.	
5.1.9	Recommended - Fire Resistive Construction: Where fire resistive construction is proposed, show fire resistive construction components of the building on the floor plans. These components may include occupancy separation walls, rated shafts, area separation walls, rated corridors, horizontal exits, and other rated means of egress systems.	

Item #	Requirement	Result
5.1.10	Recommended - Grid Lines: The grid lines specified on the architectural plans must be consistent with grid lines shown on structural plans.	
5.2	ELEVATIONS - Provide the following detail:	
5.2.1	Elevation Labels : Drawings must be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation. All elevation plans must be accurately scaled and fully dimensioned.	
5.2.2	Grades: Clearly show and label existing and proposed grades.	
5.2.3	Floor Elevations: Indicate all finished floor elevations.	
5.2.4	Building Height: Indicate building heights as defined by LDC Section 113.0270 and CBC Section 209.	
5.2.5	Recommended - Architectural Details: Show and label exterior architectural details and location of all windows, doors, balconies, and other architectural features.	
5.2.6	Recommended - Label Buildings: If more than one building is located on the project site, clearly label each building elevation to distinguish one from the other.	
5.3	Conditional - ROOF PLAN: Required for all new construction or any modification to the existing roof will require a roof plan. Roof plans are used to analyze compliance with drainage requirements, analyze a project's compliance with rooftop equipment screening regulations and, in combination with other required drawings, to help determine the height of a structure. Show the following information for roof plans.	
5.3.1	Spot Elevations - Show and label spot elevations for all roof peaks, ridges, low points.	
5.3.2	Roof Detail: Show all hips, valleys and ridges, drains and overflow drains .	
5.3.3	Material: Show roofing material with complete specifications.	
5.3.4	Recommended - Screening Elements: Indicate any mechanical equipment and details of any architectural screening element.	
5.3.5	Recommended - Vents/Skylights: Show location and type of all roof vents and skylights if applicable.	
5.3.6	Recommended - Vents: Show location of smoke and heat vents for high pile stock storage when applicable.	
5.5	BUILDING SECTIONS - Provide the following information:	
5.5.1	Framing: Show sections across floors, walls, and roof and include the insulation R values.	
5.5.2	Elevations: Show finish floor and roof level elevations.	
5.5.3	Recommended - Ceilings: Show ceiling framing, height of ceiling, suspended ceiling, dropped ceilings and soffits.	
5.5.4	Recommended - Architectural Projections: Show all interior and exterior architectural projections. Include stairs, balconies and eave overhangs.	
5.5.5	Recommended - Stories : Provide cross section views of the building such that the number of stories are clearly identified. Cross reference building sections to architectural floor and site plans.	
5.5.6	Recommended - Stairs, Shafts, Elevators: Show stairs, shafts, elevators in the building cross section.	

Item #	Requirement	Result
5.6	DOOR & WINDOW SCHEDULES	
5.6.1	Door & Window Schedules: The schedule should include size, type, hardware, fire and sound transmission rating, U value (overall coefficient of thermal transmission), and SHGC (Solar Heat Gain Coefficient) for all fenestration.	
5.6.2	Recommended - Finish Schedule: Provide a finish schedule. This schedule should include finishes for walls, ceilings, and floors.	
5.7	ARCHITECTURAL DETAILS	
5.7.1	Stairs, Handrails and Guardrails: Provide dimensioned architectural details of all stairs, handrails and guardrails.	
5.7.2	Recommended - Interior Elevations: Provide a fully dimensioned enlarged interior elevation of areas such as restrooms, telephones, drinking fountains, counters, kitchens, elevators. Show compliance with Title 24 disabled accessibility requirements.	
5.7.3	Recommended - Fire Resistive Details: When proposed construction involves fire resistive details, provide fire resistive details of walls, ceilings, floors, roofs, shafts and penetrations.	
5.8	Recommended - MEANS OF EGRESS	
5.8.1	Space and Occupant Loads: Show the use of all spaces with their corresponding occupant load. The occupant load must be determined using appropriate occupant load factors based on the California Building Code.	
5.8.2	Means of Egress Elements: Identify on the plans all elements of the means of egress system. These elements will include items such as hallways, corridors (rated), passageways, horizontal exits, stair enclosures, exterior exit balconies, etc.	
5.8.3	Means of Egress Floor Plans: Provide a complete and clear means of egress plan for every floor. Identify continuous, unobstructed, path of exit travel from the most remotely occupied point of the floor to a public way. Plans shall show all of the elements of means of egress (e.g., exit access, the exit, and the exit discharge).	
6.0	STRUCTURAL PLAN PACKAGE Structural Plan Package is required for all construction that involves any new construction, modification to existing structure or additions to existing structures. Tenant Improvements and Interior Alterations require a structural plan package when structural modifications are proposed. When proposing a commercial coach that is approved by the State, the structural package need only include the foundation design unless the foundation is also approved by the state. The structural plan package includes schedules and construction specifications, foundation plans, framing plans and structural details.	
6.1	SCHEDULES & CONSTRUCTION SPECIFICATIONS	
6.1.1	Structural Notes	
6.1.2	Nailing Schedule: When the construction involves construction using wood products, provide a complete nailing schedule consistent with Table 23-II-B-1 and Table 23-II-B-2 of the California Building Code.	
6.1.3	Construction Specifications: Provide complete construction specification for materials used on the project. The materials may include concrete, wood, steel, masonry, etc.	
6.1.4	Conditional - Shear Wall Schedule: Show shear wall schedule, if applicable (wood construction).	
6.1.5	Recommended - Special Inspection Summary: Show summary of special inspection required per Building Newsletter 17-1, if applicable.	

Item #	Requirement	Result
6.1.6	Recommended - “Basis of Structural Design” information: The “Basis of Structural Design” information must include design loads such as dead, live, wind, and seismic, seismic design criteria information, soil profile information and condition of soil information.	
6.2	FOUNDATION PLAN	
6.2.1	Dimensions: Show completely dimensioned foundation plans. The foundation plan must incorporate the foundation system as recommended in the soils report.	
6.2.2	Retaining Walls: Show location and complete details of all proposed site retaining walls.	
6.2.3	Footings and Grade Beams: Show continuous and spread footings and grade beams. Include dimensions, reinforcement size and spacing.	
6.2.4	Anchors: Show location, size and spacing of hold down anchors and anchor bolts.	
6.2.5	Conditional - Slab Details: Show slab thickness, size and spacing of reinforcing steel, including tendon layout for post tension slab.	
6.2.6	Conditional - Caissons and Piers: Show size and dimensioned location of caissons, piers, and specify rebar size and spacing when the foundation system includes caissons and piers.	
6.2.7	Recommended - Soil Classification: When the foundation system is designed per soil parameters noted in Table 18-I-A or 18-I-C of the California Building Code, the professional licensed personnel must classify and note the soil types and the bearing values used on the plans. Such classification may not negate the requirement for soils report. Also see Building Newsletter 18-1.	
6.3	FRAMING PLANS - FLOOR, ROOF & CEILING	
6.3.1	Framing Members: Show the material, size and location of all framing members. The framing members include headers, beams, planks, girders, floor joists and/or trusses and ceiling framing .	
6.3.2	Posts/Columns: Identify posts and columns on the plans by size, type, location and spacing.	
6.3.3	Framing Members: Show direction, span, and spacing of all framing members.	
6.3.4	Diaphragms: Specify type and thickness of plywood floor and roof diaphragms.	
6.3.5	Roof framing: Identify all ridge, hip and valley members by size and framing system.	
6.3.6	Bearing & Shear Walls: Identify bearing walls, and shear walls above and below floor/roof levels	
6.3.7	Nailing: Identify roof and floor diaphragm nailing pattern. Show nail type, size and spacing.	
6.3.8	Conditional - Reinforcing Steel: Show reinforcing steel for prestressed and conventionally reinforced concrete members.	
6.3.9	Conditional -Lateral Load Resisting Frames: Identify by type and location all lateral load resisting frames on the plans. Cross reference these frame elevations to the detail sheets.	
6.3.10	Conditional - Mechanical Equipment: Show location of mechanical equipment weighing more than 400 lbs. on Framing Plans. Structural calculations may be required for their support.	
6.4	STRUCTURAL DETAILS - Details shown on the construction documents should be specific to the project. All details not applicable to the project must be either removed from the project documents or be noted as being “not applicable.”	
6.4.1	Cross Section: Provide cross section details of all free standing walls, structures, and fences.	
6.4.2	Framing Detail: Provide framing detail of all walls, floors, roofs, stairs. Specify size, type, spacing of all members.	
6.4.3	Shear Transfer Details: Provide shear transfer details (show blocking, nailing, bolts).	

Item #	Requirement	Result
6.4.4	Recommended - Connection Details: Provide connection details representative of the assumed framing and support elements used in the engineering of the structural system of the project. (Examples: DO NOT show TJI framing details when framing is of sawn lumber, DO NOT provide masonry details when walls are of concrete or wood construction, etc.) The connection details should include connection for all structural elements such as columns, beams, walls, floor framing elements. Show all hardware, nails, welds, and reinforcing bars.	
7.0	MECHANICAL/PLUMBING PLANS Separate mechanical/plumbing plans are not required for single-unit residential dwellings, duplexes or triplexes. See also Site Plan Package item 4.1.12 for minimum submittal requirements when utilities are involved in the development.	
7.1	Stamp: Mechanical plans and calculations shall be stamped in accordance with the California Business and Professions Code. Per the California Energy Conservation Standards, mechanical plans and calculations can be signed by a Licensee of the State of California (i.e. mechanical engineer, architect, civil engineer, or mechanical contractor with limitations).	
7.2	Conditional - Mechanical Floor Plans: When proposing new HVAC systems, provide mechanical floor plans showing layout of duct work, supply and return air registers with CFM.	
7.3	Conditional - Equipment Schedule: Provide mechanical equipment schedule, including type, capacities, efficiencies and weights.	
7.4	Conditional - Isometric Layout of Gas Piping: For non-residential and multi-family buildings involving installation or relocation of gas appliances, provide isometric layout of gas piping and location of gas meter.	
7.5	Conditional - Isometric Layout for Sanitary System: Provide isometric layout for sanitary system when the number of fixture counts is 6 or more. Show point of connection, sizes, materials, and cleanouts	
7.6	Recommended - Condensate Drains: Show condensate drains.	
7.7	Recommended - Kitchen Hoods: Provide dimensioned elevation of kitchen hoods, if proposed.	
7.8	Recommended - Kitchen & Fume Hood Exhausts: Provide roof and plot plans showing required clearances for new or relocated kitchen and fume hood exhausts for commercial projects.	
8.0	ELECTRICAL PLANS Not required for single-unit residential dwellings or duplexes or triplex without electric heat or air conditioning. Fire alarm devices and details shown on electrical plans are for reference only. Submit a separate drawing package for fire plan check approval.	
8.1	Stamped: Electrical plans and calculations shall be stamped in accordance with the California Business and Professional Code. Electrical plans and calculations can be signed by a Licensee of the State of California (i.e. electrical engineer, architect or a licensed contractor). This section allows electrical contractors to design electrical systems for which they have been contracted to install.	
8.2	Power Plans: Provide power plans. Showing location of all equipment and devices such as switchgear, panel boards, transformers, etc.	
8.3	Single Line Diagram: Show a single line diagram representative of new or modified electrical distribution equipments.	
8.4	Electrical Load Calculations: Provide electrical load calculations or load summary or panel schedules. Identify existing electrical loads that are being modified.	
8.5	Conditional - Title 24 Documentation: For new lighting or when more than 50% of lighting fixtures are changed in an existing lighting system, provide Title 24 energy lighting computation documents, including a completed and signed LTG-1 form.	

Item #	Requirement	Result
8.6	Conditional - Electrical Site Plan: For new construction, provide an electrical site plan showing the location of electrical metering and point of connection to SDG&E.	
8.7	Conditional - Lighting Layout Plan: For new or relocated lighting fixtures, provide a lighting layout plan.	
8.8	Recommended - Electrical Room Details: Provide ¼ inch scale details of all electrical rooms showing all equipment.	
9.0	Conditional - LANDSCAPE CONSTRUCTION PLANS: Not required for a single dwelling unit on a single family zoned lot that does not require grading. Landscape Construction Plans are required for all proposed development as identified in Table 142-04A of the Landscape Regulations Applicability in Section 142.0402 of the Municipal Code. If the site is within a Planned District, refer to the specific landscape requirements contained in the Planned District Ordinance (Chapters 10 and 15 of the Municipal Code). Where the Planned District refers to City-wide regulations, use Table 142-04A to determine if your development proposal will require a landscape plan.	
9.1	PLANTING PLANS: Planting plans are construction documents that graphically represent the installation of a planting design proposed for the site and/or erosion control. The planting plans must provide the following details:	
9.1.1	Site Development Features: Provide consistency between the landscape plans, site plan and grading plan by providing the same scale and labeling on all site development features and use areas, such as retaining walls, parking lot lighting, existing trees and shrubs to remain, contoured slopes and gradients, streets, buildings, sidewalks, driveways, parking areas, MHPA and MSCP area boundaries, recreational and open space areas, and planting in the public rights-of-way or easements.	
9.1.2	Legend: Provide the following information in the legend, by category (e.g., trees, shrubs and ground cover): <ul style="list-style-type: none"> • Symbol for all proposed plant materials. • Botanical names and common names (Provide more than two selections under each symbol.) • Quantities of plant material, container size and on center spacing for ground covers. • Mature height/spread of trees and shrubs. • Form and function of each plant symbol, such as broad headed canopy shade tree, vertical evergreen screening shrubs 30" min., etc.) • Symbols for existing plan material to remain. 	
9.1.3	Landscape Calculations: Provide Summary Calculations on the landscape plans, including a breakdown by street yard, remaining yard, vehicular use area within the street yard and outside of the street yard. Not required for Southeastern San Diego and La Jolla Shores Planned Districts.	
9.1.4	Details: Provide planting details such as Trees, Shrub/Vine Planting , Slope planting of trees and shrubs, Groundcover Planting (note on center spacing and pattern).	
9.1.5	Street Trees: Show all existing and proposed street trees with root barrier and utilities (underground water, sewer, gas, including overhead and underground electric and telephone cables) located within the public right-of-way, and provide the following table on the plans: <p style="margin-left: 40px;"> MINIMUM TREE SEPARATION DISTANCE <u>Improvement/ Minimum Distance to Street Tree</u> Traffic signals (stop signs) - 20 feet Underground utility lines - 5 feet Above ground utility structures - 10 feet Driveway (entries) - 10 feet Intersections (intersecting curb lines of two streets) - 25 feet </p>	

Item #	Requirement	Result
9.1.6	Conditional - Observation Note: For projects exceeding 30,000 sq. ft. In lot size, provide note on plan "Prior to the issuance of a Certificate of Occupancy, the applicant will provide a Landscape Observation Letter verifying that the landscape improvements are in substantial conformance with the approved landscape plans."	
9.1.7	Conditional - Retaining Walls: Where retaining walls (6-feet in height or greater) are proposed, provide details showing planting in front of retaining walls, planting in the cell of a wall (minimum two cells deep) and the planting on top of the wall. Provide the following note on the detail and plans "All planting provided shall provide 80% screening of the wall within two years."	
9.1.8	Recommended - Existing Trees and Shrubs: Where trees and shrubs are existing, indicate with a dashed symbol and label to be removed or to remain. Provide the botanical and common name, caliper size of the trees and the height and spread of the shrubs. Provide the name and condition of any ground cover to remain.	
9.1.9	Recommended - Limits of Work Line: Where the entire site is not being developed, indicate with a dashed line the limits of work.	
9.2	IRRIGATION PLANS: Provide symbols on the irrigation plan and legend that graphically defines the size and type of various irrigation products and materials such as; back flow preventor, controller, rain shut off switch, valves, pipe and irrigation heads by spray patterns and radius. On the legend provide irrigation materials by size, product names, manufacturer, the gallons per minute, spray pattern, radius, arc and the precipitation rate.	
9.2.1	Point of connection (POC): Provide the point of connection (POC) and the Static pressure in the street, including working pressure and the feet per second of the system design.	
9.2.2	Details: Provide irrigation details and number them consistently with the legend. Provide details such as; backflow, controller, rain shut off switch, valves, wire caps, trenching depths, irrigation heads by type and use. Provide a reference to the specification section that applies.	
9.2.3	Recommended - Specifications: Provide irrigation specifications.	
9.2.4	Recommended - Reclaimed Water: When proposing to use reclaimed water for irrigation, indicate on plans and provide the name of the Water District and Area.	
9.2.5	Recommended - Water Conservation: Provide the methods used to conserve irrigation water. Refer to the Landscape Standards for the format and requirements.	
9.3	Conditional - BRUSH MANAGEMENT PLAN: Required when the site is adjacent to native or naturalized vegetation (see section 142-0412).	
9.3.1	Statement: Provide a statement describing the method of design and the criteria used in developing your brush management plan. (Refer to (142-0412 (d) & 142-0412 (e).)	
9.3.2	Brush Management Plan: Provide a brush management plan depicting the following: <ul style="list-style-type: none"> • Structural setback from all slopes steeper than 25% and over 50 feet in vertical height. • All zones graphically shown, dimensioned and labeled. • Provide zone one and two requirements (142-0412 (g) & 142-0412 (h) • Provide by symbols on the plan and in the legend a clear representation of the planting scheme to be used in zone one and two. 	

Item #	Requirement	Result
9.3.3	Brush Management Program: Provide a description of the proposed Brush Management program with the following information: <ul style="list-style-type: none"> • Provide detailed description of the implementation for each zone, including the method of thinning and pruning in zone two. • A long-term maintenance program and notes (include time of year for thinning for each zone and the party responsible for monitoring maintenance). • Provide Table 142-04H indicating the Zone depths that the Brush Management plan was designed under. 	
10.0	Conditional - TITLE 24 ENERGY DOCUMENTATION Required for 1) all new buildings, 2) additions to buildings, or 3) when installing new air conditioning or heating units in new residential buildings more than 3 stories or in commercial buildings. Envelope calculations will be required for all new buildings and additions to buildings. Envelope calculations for a "SHELL ONLY PERMIT" are not required during the permitting of the "SHELL ONLY" phase.	
10.1	Conditional - Forms for Non-Residential Buildings, High Rise Residential Buildings, and Hotels/Motels: Include envelope forms (most current version) ENV-1, ENV-2, and ENV-3; Mechanical Forms MECH-1, MECH-2, and MECH-3; and Lighting Forms LTG-1, LTG-2, LTG-3, and LTG-4. The first form in each category is required to appear on the plans, and must be signed by a licensee. The computer printouts, if any, should be the most current approved version. <u>The complete package must be submitted.</u>	
10.2	Conditional - Forms for Low Rise Residential Buildings: Include the forms CF-1R, MF-1R, C-2R, or form 3R (the most current version). Computer energy calculations, if any, shall be the most current approved versions (e.g., Cal Res 2, Energy Pro, or Micropass). <u>The complete package must be submitted.</u>	
11.0	Conditional - STRUCTURAL CALCULATIONS Required for all new buildings and structures and for modifications to existing buildings and structures . Buildings that qualify as conventional construction as defined in the California Building Code may not require structural calculations. When proposing a State approved commercial coach, the structural calculations need only include the foundation design unless the foundation is also approved by the State.	
11.1	Stamp/Signature: First sheet of calculations shall be signed and stamped by licensed engineer or architect, in accordance with the California Business and Professions Code.	
11.2	Recommended - Design Loads: Tabulate and itemize, on the first sheet of the calculations, DESIGN LOADS used on the project. These loads will include dead loads, live loads, seismic and wind lateral loads. (Show summary of assumptions made in the engineering design.)	
11.3	Recommended - Construction Details: All construction details shown in the structural calculations must be on the plans and cross referenced to applicable locations on the roof, floor or foundation plans.	
11.4	Recommended - Computer Generated Calculations: Submit documentation that shows the programming logic of computer generated or computer calculated structural calculations. There are several standardized, recognized and accepted programs that may not need this documentation to be presented at submittal.	

Item #	Requirement	Result
12.0	Conditional - TRUSS PLANS & CALCULATIONS If roof or floor framing includes prefabricated trusses, deferred submittal of these systems may be acceptable under certain circumstances. Prefabricated trusses for single family residences cannot be deferred. Truss joists and other similar engineered wood products cannot be deferred. Roof or floor framing consisting of prefabricated trusses that are allowed to be deferred must meet submittal requirements 12.1 through 12.4. When prefabricated trusses are not deferred, plans must be accompanied by truss calculations and must meet submittal requirements 12.5 through 12.8.	
12.1	Plans: The framing plan for the roof or floor shall include a complete layout of the trusses with or without the identification of the trusses.	
12.2	Details: Shear transfer details compatible with the truss system must be shown on the plans.	
12.3	Design Loads: A summary of the loading criteria for the design of the trusses must be shown on the plans.	
12.4	Stamp/Signature: All sheets of truss calculations and truss drawings and details must meet the signature requirements as specified by the Professions and Business Code for architects and engineers.	
12.5	Recommended - Loads: Any special loading conditions on trusses such as drag and chord loads must be shown on the plans.	
12.6	Recommended - Building Code: Specify code year used for the design of the trusses.	
12.7	Recommended - Identification: Each truss shall be identified with a truss identification number which is referenced on floor or roof framing plans.	
12.8	Recommended - Design Loads: The specified dead, live and seismic or wind lateral loads used in the design must be comparable to the design loads assumed in the engineering calculations of the building.	
13.0	Recommended - SOILS REPORT A Soils Report may be required 1) for all buildings and structures designed using a soil bearing value greater than 1000 pounds per square foot (note: the requirement for soils report is not automatically negated when soil bearing value of up to 1000 pounds per square foot is used); 2) where new buildings or structures will be supported on compacted fill; or 3) when making modifications or additions to existing foundation systems for tenant improvements and interior alterations. For more information on requirements for soils reports see Building Newsletters 18-1, 18-3 and 18-7.	
14.0	Conditional - GEOTECHNICAL REPORTS A Geologic Reconnaissance and/or a Geologic Investigation is required depending on the type of project proposed and which hazard category the project site is located within, as identified in LDC Section 145.0203, Table 145-02). A geologic report is also required when making modifications to existing foundation systems for tenant improvements or interior alteration projects. The City of San Diego Seismic Safety Study maps show the hazard categories of all parcels within the City. For more information on Geotechnical Report requirements, see Building Newsletter 18-3.	
14.1	Report Validity: Report cannot be more than 3 years old	
14.2	Site Specific: Report must be specific to the project site.	
14.3	Stamp/Signature: Report must be signed and stamped by a registered geotechnical professional.	
15.0	FEES (See Information Bulletin 501) The plan check and application fees as identified on Information Bulletin 501 will be collected at project submittal. Checks must be made payable to the "City Treasurer" in the exact amount required as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.	